

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors

June 17, 2003

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, June 17, 2003 with the following present: Ms. Sarah Bagby, Ms. Barbara Baker, Mr. Randy Brown, Mr. Gillard Cohen, Mr. Ed Koon, Ms. Cathy Landwehr, Mr. Gerald Layman, Mr. Tim Moore, Ms. Nancy Ogle, Ms. Helen Parli and Ms. Lois Ruby. Absent: Ms. Jane Eshelman, Ms. Ronda Limon-Lowderman and Mr. Karl Peterjohn. Staff present: Cynthia Berner Harris, Director of Libraries; Mary K. Bird-Guilliams, Coordinator of Collection Development; John Ellert, Coordinator of Support Services; Julie Linneman, Coordinator of Programming/Outreach; Ginny Ray, Coordinator of Customer Service; Larry Vos, Coordinator of Reference Services and Jennifer Heinicke, Special Projects Librarian. Also in attendance: Dr. Jim Erickson, President of the Friends of the Library; and Ms. Carol Nazar, Wichita Public Library Foundation Executive Director.

During lunch, Jaime Prothro, Evergreen Branch Manager, gave an update on Evergreen's operations. The Branch is doing very well with the surrounding communities seemingly very grateful for the opening of a library in their midst. Circulation and registration of new customers remains high. Programming is creative and is drawing nice sized audiences. Spanish-speaking staff members use their language skills on a daily basis to help explain library policies, programs and services to the community.

Tim Moore called the meeting to order at 12:11 p.m., a quorum being present.

Minutes of the regular meeting held on May 20, 2003 were presented. Gillard Cohen noted that on page five, top paragraph, the word 'immobilized' should be changed to 'put into service'. Gillard Cohen moved (Bagby) that the minutes be approved as amended.

Motion carried unanimously.

Finance Committee Report

In the absence of Karl Peterjohn, Chair, Gerald Layman presented the Finance Committee report. Mr. Layman commended library staff for running within budget under difficult circumstances. Operating Fund Bills in the amount of \$373,908.01; Grant Fund Bills of \$44,432.61; Prior Year Grant Fund Bills of \$503.68; and Memorial & Gift Fund Bills of \$3,946.65 totaling \$422,790.95 for the month of May 2003 were presented, as well as the Financial Report for May 2003.

Catherine Landwehr entered the meeting.

Mr. Layman moved that the Financial Report and bills for May 2003 be approved and payment authorized. Motion carried unanimously.

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Operations Committee Report

Nancy Ogle, Chair, reported that the Operations Committee reviewed a draft memorandum of agreement for delivery of library service from the Colvin school library. The service is essentially a bulk loan from the public library. Formerly, there were 10,000 items for adults, and now there will be approximately 2,000. The school will be primarily responsible for providing elementary level books. WPL is primarily responsible for the secondary/adult level books. Tim Moore explained that the access issue is being resolved. Mr. Moore stated the meetings have gone as well as possible and that "Cyndi did a fine job of making lemonade." The memo of agreement will be discussed at another joint meeting later this week and will be reviewed by the Law Department prior to being placed on the City Council agenda.

The other item for the Operations Committee was the proposed 'Digital image Processing Fee and Commercial Use Fee Schedule.' All images currently contained in the Wichita Photo Archives may be downloaded and printed for personal use free of charge. If a patron wishes to obtain a high-resolution digital image downloaded to a CD ROM for personal use or for publication, the following price schedule is proposed: \$10 per image saved to CD-ROM, including cost for CD. The current WPL fee is \$5 plus \$1 for each diskette. Randy Brown expressed concern about charging students doing research projects. WSU has been charging a higher fee, but is reducing all use fees in the hopes that WPL processing fees will be raised. Tim Moore asked what the demand is for these copies. Ms. Berner Harris stated that there are three pending requests – one by a professor, one by a student, and one for a Cowtown exhibit. Mr. Moore expressed he would like to have structured fees in place. Gillard Cohen does not want to establish fees that will stifle research or books that will educate the community. Randy Brown feels that credit due is enough compensation. Cathy Landwehr asked how this proposed charge compared with other libraries. Gerald Layman stated we should try to be in line with our partners. Gillard Cohen stated the Wichita Public Library has a different mission than WSU in that we are serving more of the community. Ed Koon commented that the amount is a \$4 increase, not a significant one. Randy Brown once again stated that this seems to be a solution in search of a problem. Why charge more than cost of materials as long as we receive credit for a photo on the cover of a book, magazine or research project. Tim Moore clarified that the commercial uses outlined in this schedule reflect the adopted WPL fee schedule with the only change before the Board that of the processing fees for scanning and copying high-resolution digital images. Ms. Berner Harris reaffirmed that staff is asking the Board to approve the increase in processing fees as proposed by the Wichita Photo Archive partnership. Ed Koon moved (Brown) to increase the digital image processing fee for personal or publication use to \$10. Randy Brown suggested allowing 'grants' of waived fees to students and/or the academic community which library staff deems educational and for the good of the community, perhaps on a case by case basis. Lois Ruby stated that it seemed that if this was a shared project, we should have one shared policy, with written requests for exceptions. Ms. Berner Harris stated she will work with Mike Kelly from Wichita State to develop language and a procedure for possible exemptions and will bring these back to the Board during a future meeting. Tim Moore asked for a vote on the motion to increase the digital image processing fees for personal or publication use to \$10. **Motion carried 10 to 1, with**

Cohen in the negative.

Planning & Facilities Committee Report

Gillard Cohen, Chair, gave the Planning and Facilities Committee report.

Alford Branch: Ongoing maintenance continues on the direction and intensity of the exterior lights at Alford, as well as scheduling of the lighting timers.

Evergreen Branch: Not all of the repairs due to water damage at Evergreen have been completed. The Head Start offices need painting due to water damage.

Public Affairs Committee Report

Randy Brown, Chair, distributed copies of an article written and submitted to *The Wichita Eagle* by Board Member Lois Ruby regarding programs available to children and teens at Sedgwick County libraries for the summer. The article has not yet been published.

Friends of the Library Liaison Report

Helen Parli, Friends of the Library liaison, reported that the Friends have fifty black book bags remaining to be sold. When the time comes to re-order, the color of the book bags will be navy blue. The Friends are reviewing their by-laws as they were last updated in 1999. An application for bookstore manager was discussed at the recent Friends meeting but rejected due to the applicant only being available through the summer months. Barbara Melzer, a former Bookstore Manager, has returned on a volunteer basis some days. The meeting time and date for the Friends has been changed to the second Thursday of the month at 1:30. Sam Knecht has begun a pilot project to sell discarded books worth \$20 or more on-line.

Director of Libraries Report

Ms. Berner Harris discussed a letter from Dr. Dennis Moore, copies distributed in Board packets, regarding the theft of a flag from an exhibit in the Central Auditorium. Partly in response to the theft, but also because of time and staffing, exhibits are being suspended for the remainder of the year.

Charts were distributed illustrating Central's circulation and registration numbers from 1997-2002.

Ms. Berner Harris will be meeting with USD259 staff regarding the memo of agreement for the Planeview Community Library and working out details. The meeting will be June 26 at 1:00 p.m. in Colvin library.

For the first week of Summer Reading Club, registration numbers are up 28% and Teens Read up 15% over the first week of last year's. This has the potential of being a record-breaking year. Julie Linneman, Coordinator of Programming/Outreach, is projecting 9500 participants, which is 2000 over last year's. Sarah Bagby asked about bookstores or bookstore customers donating Harry Potter books to the library. Mary K. Bird-Guilliams,

Coordinator of Collection Development, said there would be a continuous demand for these books. All donations are welcome.

The library will receive e-rate discounts in excess of \$45,000 this year for data circuits. There is a chance we may receive additional funding.

Cyndi Berner Harris will be in Topeka on Wednesday, June 25, to provide testimony to the Legislature's Joint Committee on Arts & Cultural Resources. She will discuss how libraries are helping to create humanities and arts experiences for their communities.

The following Library Board member appointments have been made: Council Member Martz re-appointed Barbara Baker and Ronda Limon-Lowderman; Council Member Fearey re-appointed Catherine Landwehr and Gerald Layman; and Council Member Schlapp appointed Tim Moore and Nancy Ogle.

Special book donations were made to honor three Library Board members. Board members Gillard Cohen and Karl Peterjohn completed their eight-year term limit this month. A book on lilies in honor of Gillard Cohen will be placed in the collection at the Rockwell Branch. "Siberian Folktales" will be placed in the Westlink branch collection in honor of Karl Peterjohn. Lois Ruby is moving out-of-town. A study guide on John Steinbeck was given in honor of Ms. Ruby to be added to the collection of the Rockwell Branch.

Unfinished Business

None.

New Business

None.

Announcements

None.

Adjournment

Gillard Cohen moved (Ogle) for adjournment. Motion carried unanimously. The meeting was adjourned at 1:20 p.m.

The next regularly scheduled meeting will be July 15, 2003.

Respectfully submitted,

Cynthia Berner Harris

Director of Libraries